



HAMILTON COUNTY
JOB OPPORTUNITY
AN EQUAL OPPORTUNITY EMPLOYER

Posting Number:	108-12
Date Posted:	August 15, 2012
Deadline to Apply:	August 24, 2012

POSITION: Consumer Specialist (Bargaining Unit)

CLASSIFICATION: Social Services Worker 3
DEPARTMENT: Job and Family Services
LOCATION: Child Care
222 E. Central Parkway
Cincinnati, OH 45202
WORK HOURS: 80 Biweekly
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$13.17 per hour

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Completion of a B.A. or B.S. in a social services (psychology, sociology, political science), criminal justice, human services, liberal arts, or business related field, or Associates Degree in social services, human services, liberal arts, or business related field, plus five (5) years experience in the Child Care, Food and Nutrition Benefits, Medicaid, OWF/TANF, Workforce Development, or Workforce Investment Act programs.

Listed below is a brief summary of the JOB DUTIES:

Provides consultation services for families within a child day care system which includes protective, special needs, and targeted job and training components. On protective cases provides follow-up and coordination with family services worker, maintains required logs, handles emergency requests and assists in specialized staff training. Interviews, assesses need, accesses community resources, explores options and explains rights and responsibilities. Interprets federal and state regulations and local laws. Responsible for compliance of service program with federal, state, and local laws and takes action on non-compliance. Responsible for identification of problems and coordinating intervention for continuity of care. Responds to problems encountered in the self sufficiency and or case plan and provides assistance as needed. Responsible for providing on-going consultation services and supervising the service delivery, monitoring user feedback, and responding to problems encountered in the self sufficiency and or case plan. Assists families in coping with securing and retaining appropriate care, responding to health issues, understanding, resolving any differences on child development and culturally sensitive issues. Maintains caseload by use of an integrated computerized data collection system by direct data entry which includes demographics, child profile, authorization, verification, provider search, placement tracking, progress notes, evaluations, payment issuance, payment reconciliation, due process and other supportive data for compliance with federal, state, and local requirements. Attends necessary training as required. Performs other related duties as assigned.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Human Resources Department
138 E. Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-4720

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.